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Command Policy

**SECURITY FORCES MISSION
PERFORMANCE CHECKLIST – COMBAT
ARMS PROGRAM**

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This Directory implements AFD 90-2, *Inspector General – The Inspection System*, and AFI 90-201, *Inspector General Activities*. **Attachment 1** of this directory is a Combat Arms Program Mission Performance Checklist (MPC) and supports guidance in AFI 36-2226, *Combat Arms Program*, related PACAF Supplement 1, and AFMAN 91-201. This publication applies only to the Air National Guard (ANG) United States Title 10 status, and does not apply to the Air Force Reserve Command (AFRC).

1. General. This MPC expands the Common Core Compliance Areas (CCCA) listed in AFI 90-201, Attachment 6, and contains functions essential to mission accomplishment at all levels of a unit. **A pound sign (#) and bold typeface identifies items critical to the proper operation of the functional areas.**

1.1. This checklist was created for use by the PACAF Inspector General to inspect the mission performance of units during Unit Compliance Inspections (UCIs) and is not intended to be the sole source of guidance for program management, but should be used in conjunction with the applicable governing DoD, Air Force, and PACAF instructions, manuals, and other directives.

1.2. This MPC does not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this checklist in conjunction with the annual Unit Self Assessment. Units may supplement this publication to add internal compliance items. This checklist may be used in whole or in part by HHQ during visits or exercises.

2. Responsibilities :

2.1. Directorate of Security Forces.

2.1.1. Identifies mandatory inspection areas for Unit Compliance Inspections (UCI).

2.1.2. Develops and maintains this directory.

2.1.3. Determines scope and what exercises will be included in UCI.

2.2. Inspector General for Security Forces (IGSF).

- 2.2.1. Conducts Unit Compliance Inspection of mandatory inspection areas as determined by the Directorate of Security Forces.
- 2.2.2. Conducts exercises as determined by the Directorate of Security Forces.
- 2.3. Installation Chief of Security Forces.
 - 2.3.1. Conducts semi-annual self-inspections using this MPC.
 - 2.3.2. Provides IGSF with the following:
 - 2.3.2.1. Self-inspection reports.
 - 2.3.2.2. Evaluation reports of all exercises.
 - 2.3.2.3. Last 90-days of Security Forces Blotters.
 - 2.3.2.4. Installation Security Plan and Installation Security Instruction.
 - 2.3.2.5. Copies of all checklists, operating instructions, and special security instructions.
 - 2.3.2.6. Room equipped with a telephone, computer, and computer printer.
 - 2.3.2.7. Standardization Evaluation personnel to act as trusted agents during UCI exercises.
 - 2.3.2.8. Any other documents/support specified in the Inspector General transmitted letter of instruction.

MICHAEL F. PASQUIN, Colonel, USAF
Director of Security Forces

Attachment 1

**SECURITY FORCES MISSION PERFORMANCE
CHECKLIST – COMBAT ARMS PROGRAM**

Table A1.1. Security Forces Mission Performance Checklist – Combat Arms Program.

No.	Item	Reference
1. Does the Security Forces Commander:		
1.1	(#) Ensure CA range facility construction, modification, and rehabilitation project requirements are identified to the base Facility Review Board and projects maintain priority commensurate to the force protection mission?	AFI 36-2226, Para 1.13.1.
1.2	Ensure the CA ground weapons maintenance and armory programs receive funding to support the repair and maintenance of all military ground weapons assigned to the installation?	AFI 36-2226, Para 1.13.5.
1.3	(#) Ensure CA personnel are available to conduct pre-embarkation and post-embarkation weapons inspections to support units departing on real-world deployments?	AFI 36-2226, Para 1.13.6.
1.4	(#) Ensure pre-embarkation weapons inspection requirements are included in the wing mobility plan?	AFI 36-2226, Para 1.13.6.
1.5	(#) Ensure CA personnel receive arming and use of force training IAW AFI 31-207, <i>Arming and Use of Force by Air Force Personnel</i>?	AFI 36-2226, Para 1.13.7.
1.6	(#) Ensure the CA NCOIC, lead instructors, and weapons repair personnel are task certified 3P0X1B graduates of the CA Technical School?	AFI 36-2226, Para 1.13.11.
2. Does or is the CA NCOIC:		
2.1	An AFSC 3P051B, SEI 312, or civilian equivalent?	AFI 36-2226, Para 1.14.
2.2	(#) Monitor special environmental requirements such as lead/heavy-metals removal and work with local Civil Engineer to develop joint hazardous waste disposal procedures complying with local environmental laws for disposal of hazardous waste, to include lead/heavy-metals removal?	AFI 36-2226, Para 1.14.3.
2.3	(#) Coordinate on plans for new ranges, modifications and rehabilitation to ensure the facilities meet mission requirements and range criteria directives?	AFI 36-2226, Para 1.14.5.
2.4	(#) Establish an Instructor Performance/Weapons Maintenance Evaluation Program and ensures the program is administered to all assigned CA personnel?	AFI 36-2226, Para 1.14.6.

No.	Item	Reference
2.4.1	(#) Ensure weapons maintenance evaluations conducted cover the following minimum items:	AFI 36-2226, Para 3.4.
2.4.1.1	(#) Scheduling weapons inspections and maintenance.	
2.4.1.2	(#) Use of technical orders (T.O.).	
2.4.1.3	(#) Use of required gauges, fixtures, tools, etc.	
2.4.1.4	(#) Troubleshooting suspected weapon malfunctions.	
2.4.1.5	(#) Function firing of repaired weapons, when applicable.	
2.4.1.6	(#) Completing required documentation; i.e., weapons parts accountability, AFTO Form 105, <i>Inspection Maintenance Firing Data for Ground Weapons</i>, and appropriate DD forms.	
2.5	Ensure custodians are appointed to maintain and account for all ammunition, equipment, supplies, and weapon repair parts?	AFI 36-2226, Para 1.14.8.
2.6	(#) Ensure adequate numbers and types of ammunition, training weapons, equipment, tools, gauges, target materials, and expendable items to support the installation CA mission are forecasted and requisitioned?	AFI 36-2226, Para 1.14.9.
2.7	(#) Establish training schedules based upon the installation force protection mission?	AFI 36-2226, Para 1.14.13.
2.8	Ensure training attendance statistics are submitted through the CSF to the respective unit commander(s) when unit show rates fall below the PACAF standard of 95% and when units and personnel fail to use available CA training quotas?	AFI 36-2226, Paras 1.13.10, 1.14.14 & 5.2.14 & PACAF Sup 1, Paras 1.13.10 & 1.14.14.
2.9	Develop and submit requests for deviations to range criteria?	AFI 36-2226, Para 1.14.15.
2.10	(#) Request bioenvironmental surveys when changes to ranges alter the acoustics, ventilation, or air quality?	AFI 36-2226, Para 1.14.17.
2.11	(#) Ensure CA personnel are aware of the hazards (e.g., airborne lead, noise, solvents, weather exposure, etc.) associated with their duties?	AFI 36-2226, Para 1.14.18.
2.12	(#) Ensure all assigned personnel receive explosive safety training?	AFI 36-2226, Para 1.14.20.
2.13	Submit CA Program Reports to PACAF/SFR NLT 15 November of each year?	AFI 36-2226, Para 1.14.19. & PACAF Sup 1, Para 1.14.19.

No.	Item	Reference
2.14	Prioritize CA tasks to meet minimum force protection requirements during normal range operations?	AFI 36-2226, Para 1.14.30 Through 1.14.30.4.
2.15	(#) Review master and instructor lesson plans annually or when technical guidance or higher headquarters guidance changes?	AFI 36-2226, Para 4.6.
2.16	Maintain all host tenant agreements that require CA support?	AFI 36-2226, Para 1.14.23. & AFI 36-2226 PACAF Sup 1, Para 1.14.23.
2.17	Conduct the lead instructor evaluations?	AFI 36-2226, Para 3.3.4.
2.18	(#) Ensure a reference library for CA instructors is established and maintained to include Air Force, MAJCOM, base publications, technical orders, and other services publications as needed?	AFI 36-2226, Para 1.14.12.
3. Does the CA Section:		
3.1	(#) Maintain qualification on the weapons and courses for which they provide training and/or assistance?	AFI 36-2226, Para 3.5.
3.2	(#) Ensure the inspection and maintenance of <u>all</u> military ground weapons assigned to the base or when an approved support agreement mandates them?	AFI 36-2226, Para 6.1. & AFI 36-2226, PACAF Sup 1, Para 1.14.23.
3.3	Maintain a complete listing of all ground weapons assigned by base supply?	AFI 36-2226, Para 6.2.1.
3.4	(#) Maintain all updated technical orders required for every ground weapon they inspect?	AFI 36-2226, Para 6.1 & 1.14.12.
3.5	(#) Maintain all required weapons inspection gauges and has the Precision Measurement Equipment Laboratory (PMEL) checked them for calibration?	AFI 36-2226, Para 6.5.
3.6	(#) Annually inspect 20 percent of each type of weapon in extended or mobility storage and have inspectors plainly marked each container to ensure the same weapons are not checked before the entire quantity has been inspected?	AFI 36-2226, Para 6.5.5.1.
3.7	(#) Perform a complete pre-issue serviceability inspection on all weapons received through supply within 30 days of notification?	AFI 36-2226, Para 6.5.2.

No.	Item	Reference
3.8	(#) At a minimum, inspect all in-use weapons annually, and are 20 percent or more of the weapons gauged IAW applicable T.O.'s?	AFI 36-2226, Para 6.5.3. & AFI 36-2226, PACAF Sup 1, Para 6.5.3.
3.9	(#) Conduct pre-embarkation inspection on all "in-use" weapons expected for deployment from CONUS to overseas locations or from any location to a potential combat zone to ensure these weapons are serviceable?	AFI 36-2226, Para 6.5.6. & AFI 36-2226, PACAF Sup 1, Para 6.5.6.
3.10	(#) Prepare written reports of ALL inspections conducted and are the last two reports on file?	AFI 36-2226, Para 6.5.9.
3.10.1	Do the reports contain an annotation concerning whether the unit documents cleaning as required?	
3.11	Do newly assigned personnel, not previously certified for lead instructor duties, administered two instructor-training evaluations before being lead instructor task certified?	AFI 36-2226, Paras 3.3.1 & 3.3.2.
3.12	Who are performing range official duties wear a red baseball style hat, with the wording "Combat Arms" in 1-inch letters across the front?	AFI 36-2226, Para 5.4.11.4. & AFI 36-2226 PACAF Sup 1, Para 5.4.11.4.
4. Classroom, Range, and Administrative Procedures:		
4.1	Are continuity folders developed and maintained for all programs managed by CA personnel?	AFI 36-2226, PACAF Sup 1, Para 1.14.1.
4.2	Are CA evaluations posted in AF Form 623?	AFI 36-2226, PACAF Sup 1, Para 1.14.6.
4.3	(#) When available CA manpower is not enough to meet workload, are qualified group A personnel used to assist and are the individuals designated in writing by the CSF and trained in their duties?	AFI 36-2226, Para 2.14.
4.4	(#) Are classroom and firing line instructor-to-student ratios being met as listed in Table 4.1.?	AFI 36-2226, Table 4.1.
4.5	Is the AF Form 710, <i>Ground Weapons Training Record</i> , used as a class roster and record of individual qualification and ammunition, range and firearm use?	AFI 36-2226, Para 4.11.1.
4.6	Are completed classroom evaluation checklists maintained for at least one year from the completion date?	AFI 36-2226, Para 3.3.5.

No.	Item	Reference
4.7	(#) Has the Bioenvironmental Engineering Service (BES) conducted an initial visit to the CA section to measure atmospheric lead concentrations and range noise levels for all calibers of munitions used?	AFI 36-2226, Paras 1.11.3.2 & 1.11.3.3.
4.7.1	Are results documented?	
4.8	(#) Are accountability records for all munitions maintained from the time they are drawn from supply until they are expended or returned to munitions personnel?	AFI 36-2226, Para 5.2.4.1.
4.9	Are records on the disposition of ammunition residue maintained?	AFI 36-2226, Para 5.2.4.2.
4.10	(#) Is the range using only the maximum caliber ammunition authorized for use at the range?	AFI 36-2226, Para 5.4.2.
4.11	(#) Is there a record of all maintenance performed on weapons?	AFI 36-2226, Paras 5.2.4.3 & 6.4.
4.11.1	Does it include type of repair/parts used, owning organization, serial number, and type of weapon?	
4.12	(#) Are all maintenance actions also recorded on the weapon's AFTO Form 105, <i>Inspection Maintenance Firing Data for Ground Weapons</i>?	AFI 36-2226, Para 6.4.
4.13	(#) Are all spare barrels, tripods, traversing and elevating mechanisms, and other subassemblies of crew-served weapons included in the semiannual inspection?	AFI 36-2226, Para 6.5.3.
4.14	(#) When inspection reports contain open discrepancies, has the action agency prepared an endorsement and returned the report to the CA section?	AFI 36-2226, Para 6.5.9.
4.14.1	(#) Does the CA section provide follow-up until all discrepancies are corrected?	
4.15	Does base supply provide guidance and procedures for processing unserviceable weapons parts for turn-in to Defense Reutilization and Marketing Offices (DRMO) IAW DOD 4160.21-M-1, <i>Defense Demilitarization Manual</i> .	AFI 36-2226, Para 1.12.5.2.
4.16	(#) Are warning signs placed along the normal boundaries of the range?	AFI 36-2226, Para 5.4.5.
4.17	Have annual trespass notices been placed in the base bulletin or newspaper?	AFI 36-2226, Para 5.4.4.
4.18	Is a serviceable vehicle (military or civilian) and a first aid kit immediately available any time the range is in operation?	AFI 36-2226, Para 5.4.10.

No.	Item	Reference
4.19	(#) At each range entry complex, is there a red streamer at least 4 feet by 9 feet or a rotating red beacon, which indicates that the range complex is in operation? <u>Note</u>: Completely enclosed indoor ranges with controlled access through secured doors do not require streamers or beacons. At these facilities, is a removable sign placed at the facility entrance to caution personnel that firing is in progress.	AFI 36-2226, Para 5.4.9.
4.20	(#) Does the CA section have written OIs on explosive operations and does the OI contain, as a minimum, the following information:	AFMAN 91-201, Para 2.4.
4.20.1	(#) Explosive Limits, including Hazard Class/Division.	
4.20.2	(#) Personnel Limits including workers and supervisors.	
4.20.3	(#) Safety requirements to include special requirements for personal protective clothing and equipment.	
4.20.4	(#) Exact location of where operations are accomplished.	
4.20.5	(#) Step-by-step instructions on explosive tasks.	
4.20.6	(#) Actions to be taken during an emergency.	
4.21	(#) Do the CA NCOIC, unit safety, CE environmental, CE maintenance and the Safety Office inspect ranges and facilities annually?	AFI 36-2226, Para 1.12.3, 1.12.3.2, 1.14.25, 5.3.1.1 & 5.7.3.
4.21.1	Are the results documented by safety?	
4.21.2	When the range is a non-AF facility, are the results documented and provided to the MAJCOM/SF?	
4.22	Is the explosive safety license available and posted at the ammunition storage vault?	AFMAN 91-201, Para 2.5 & 2.35.5.
4.22.1	Has the license been reviewed by base safety at least annually?	
4.23	(#) Does the lead instructor ensure that no live ammunition, with the exception of an instructor performing resource protection duties, is permitted in the classroom or weapons cleaning area?	AFI 36-2226, Para 4.5.1.
4.24	(#) Are the range boundaries and surface danger zones plotted on the base map to prevent encroachment?	AFI 36-2226, Para 1.12.1.1.